



CALIFORNIA AIR RESOURCES BOARD

DEPARTMENTAL PROMOTIONAL EXAMINATION FOR CALIFORNIA STATE EMPLOYEES

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAWS OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

AIR RESOURCES SUPERVISOR I

HOW TO APPLY

Applications are available and may be filed in person or mailed to:

AIR RESOURCES BOARD
Personnel/Examination Section
1001 "I" Street/P.O. Box 2815
Sacramento, CA 95812

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination". You will be contacted to make specific arrangements.

NOTE: Testing is being given annually on a continuous basis. Qualified competitors may be tested only once in any 12-month period from January through December.

FINAL FILING DATE FOR THIS ADMINISTRATION: September 3, 2004

Applications (Form 678) must be **POSTMARKED** no later than the final filing date. Applications postmarked, personally delivered or received via interagency mail after the final filing date will not be accepted for any reason.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

NO WRITTEN TEST IS REQUIRED

QUALIFICATIONS APPRAISAL INTERVIEW

It is anticipated that interviews will be held during October/November 2004.

SALARY RANGE: \$5341.00 - \$6490.00

COMPETITION LIMITED TO STATE EMPLOYEES

Applicants must have a permanent civil service appointment with the Air Resources Board within the past three years and/or by the final filing date.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "**Either**" I, II, "**or**" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to the examination as meeting 100% of the overall experience requirement.

EITHER I

One year of experience in the California state service performing air pollution work

comparable in level, duties, and responsibilities to a Staff Air Pollution Specialist.

OR II

Two years of experience in the California state service performing air pollution work comparable in level, duties, and responsibilities to an Air Pollution Specialist (Range C) or Air Resources Engineer (Range C or D).

OR III

Experience: Five years of increasingly responsible experience in air pollution monitoring, regulation, research and development, engineering, or a closely related field, at least two years of which were in a position comparable in level, duties, and responsibilities to that of an Air Pollution Specialist (Range C) or Air Resources Engineer (Range C or D) in the California state service. **and**

Education: Equivalent to graduation from college with a major in the physical, biological, or environmental sciences, mathematics, engineering, or a related field. (Possession of a doctorate degree in any physical, biological, or environmental science, mathematics, engineering, or a related degree may be substituted for two years of general experience; possession of a master's degree in the same fields may be substituted for one year of general experience.)

THE POSITION

The Air Resources Supervisor I is the first line supervisor of a section of professional and technical employees performing complex air pollution control and engineering work and the first level to which administrative responsibility is assigned. The Air Resources Supervisor I supervises a section responsible for air pollution and motor vehicle control programs or investigative studies into the nature and causes of air pollution.

Positions exist in Sacramento and El Monte.

EXAMINATION INFORMATION

This examination will consist of a qualifications appraisal interview only. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

QUALIFICATIONS APPRAISAL INTERVIEW - WEIGHTED 100%

SCOPE

In addition to the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis will be measured competitively, relative to job demands, based on each of the competitor's:

A. Knowledge of:

1. Engineering, physics, chemistry, mathematics, natural sciences, and meteorology as related to air quality management.
2. Research methods.
3. Scientific computer programming.
4. Modeling applications.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

5. Principles and methods of measuring atmospheric conditions and pollution levels.
6. Methods of measuring automotive emissions.
7. Chemical and physical characteristics of air impurities and their interactions with the environment.
8. Principles and procedures of air quality management and vehicular emission control.
9. Statistical techniques and their fundamental bases.
10. Laws and regulations applicable to air quality and motor vehicle emission control.
11. Instrumentation, methods, and techniques of air sampling and determination of physical and chemical characteristics and pollutants.
12. Factors contributing to air pollution in metropolitan areas and available control measures.
13. Design and operation of air monitoring stations.
14. Scientific computer programming/modeling applications.
15. Air pollution control measures, laws, and regulations in California.
16. Problems of industrial waste disposal and refuse disposal.
17. Factors involved in the control of vehicular and stationary source emissions from internal combustion sources.
18. Analysis, development, design, optimization, operation, testing, and maintenance of control systems as related to air pollution.
19. Theory, practices, and methods used in engineering work as related to air pollution control.
20. Design and use of atmospheric pollution control devices and surveillance instruments.
21. Statistical techniques employed in the analyses of air pollution and meteorological data.
22. Economic and health effects of the discharge of pollutants into the atmosphere.
23. Principles and techniques of personnel management and training.
24. Methods for collecting and analyzing air samples for determination of their chemical and physical characteristics.
25. Factors involved in assessment of the effects of discharge of pollutants into the atmosphere.
26. Meteorology and the methods used for determining meteorological characteristics of an area.
27. Engineering principles relating to air sanitation and automotive engine design or testing.
28. Factors involved in planning, establishing, and operating an air monitoring network.
29. Instrumentation and equipment used in the study of the causes and control of air pollution.

30. The department's equal employment opportunity program objectives.
31. A supervisor's role in the Equal Employment Opportunity Program and the processes available to meet these objectives.
32. The department's upward mobility program and goals

B. Ability to:

1. Collect environmental data.
2. Collect vehicular or stationary source emission data.
3. Analyze data and reach sound conclusions.
4. Calibrate complex air monitoring equipment.
5. Apply scientific methods and principles.
6. Apply computer programming and modeling skills.
7. Analyze situations and take effective action.
8. Work cooperatively with others.
9. Prepare clear, complete, and technically accurate reports.
10. Communicate effectively.
11. Plan, organize, and carry out studies and analyses.
12. Make oral presentations.
13. Coordinate the work of others.
14. Evaluate data and develop recommendations based on findings.
15. Plan, organize, direct and evaluate the work of technical staff.
16. Interpret policies and develop proposals for policies and procedures.
17. Direct and evaluate comprehensive engineering studies and investigations.
18. Establish and maintain cooperative relationships with individuals and organizations contacted in the course of the work.
19. Effectively contribute to the department's equal employment opportunity objectives.

ELIGIBLE LIST INFORMATION

A department eligible list will be established for the Air Resources Board. Names of successful competitors will be **placed on an eligible list** in order of final scores, regardless of examination date. All successful competitors will have **list eligibility for up to 48 months**, the maximum time allowed on an eligible list.

This examination will be administered on a continuous basis. Competitors will have the option of retesting after 12 months has lapsed in a given testing period (January through December). Competitors choosing to retest in the next administration will have dual eligibility on the list. **The highest score will take precedence** regardless of examination date. Names of all successful competitors will be merged into the list annually.

VETERANS PREFERENCE CREDITS and **CAREER CREDITS** are not granted in promotional examinations.

GENERAL INFORMATION

"The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our web-site at www.arb.ca.gov".

It is the candidate's responsibility to contact the Air Resources Board Exam Analyst, **Martha Zarate at (916) 327-2954** three days prior to the written test date if they have not received their notice.

For an examination without a written feature, it is the candidate's responsibility to contact the Air Resources Board Exam Analyst, **Martha Zarate at (916) 327-2954** three weeks after the final filing date if they have not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach them prior to the day of the interview due to a verified postal error, they will be scheduled upon written request.

Applications are available at the State Personnel Board offices, local offices of the Employment Development Department, the Air Resources Board and the [State Personnel Board's website at http://www.spb.ca.gov](http://www.spb.ca.gov).

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Air Resources Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which the examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento and Los Angeles. However, locations of interviews may be extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examinations, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin. In case of continuous testing examinations, names are merged into the appropriate eligible list.

Promotional Examinations Only: Competition is limited to employees who have a civil service appointment. Under certain circumstances, other employees may be allowed to in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the information counter of State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described above, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of their experience. Evaluation of a candidate's personal development will include consideration of their recognition of their own training needs; their plans for self-development; and the progress they have made in their efforts toward self-development.

High School Equivalence: Equivalent to completion of the 12th grade may be demonstrated in any one of the following ways; 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

To obtain this document in an alternative format or if you have special accommodation needs, contact the ADA Coordinator at (916) 323-4916.
For specific examination questions contact the Exam Analyst at (916) 327-2954.
TTY/TDD/Speech-to-Speech users may dial 711 for the California Relay Service.

